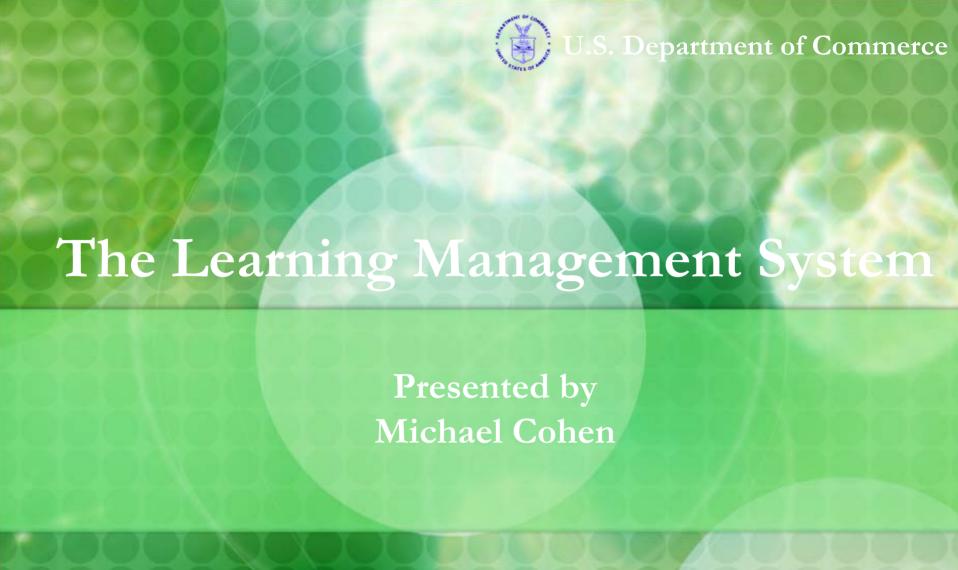


## HUMAN RESOURCES SUMMIT

"The Changing Faces of Human Resources for HR Professionals"
February 8, 2006

Hosted by the
Office of the Secretary
Office of Human Resources Management



## Agenda

In this presentation we will answer these fundamental questions...

- 1. What is meant by electronic learning?
- 2. What is a Learning Management System (LMS)?
- 3. Does the Department of Commerce (DOC) have a LMS? How do I access it and resolve system problems?
- 4. How can the DOC LMS help me to enhance my competencies?

## A History Lesson!!

#### Major communication milestones:

Word of mouth	pre/	post-history
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■ Books	circa 1600	
- DOOKS	CIICA 1000	

- Mail Services circa 1770
- Newspapers circa 1880
- The Telephone circa 1890
- Radio/ circa 1920
- Television circa 1948
- Computer/email circa 1980
- Internet circa 1990
  - Internet Systems circa 2000

## Why Use the DOC LMS?

- The DOC has a LMS that is open to all employees and contractors in all bureaus. Each bureau has already paid for unlimited use. Employees are encouraged to take advantage of this important resource!
- The DOC's LMS has courses on a wide variety of topics. You can easily enhance your own competencies simply by taking courses right at your desk.

#### The LMS



- The LMS gives the Department the ability to create and deliver training through a web-based system using the employee's desktop computer.
- E-Learning refers to taking courses using a computer, a browser, and a web-based software application.
- The ongoing goal of our LMS is to provide one-stop shopping or access to over 1,600 off-the-shelf and customized e-learning courses -- anytime/anywhere.

  Courses are designed to enhance the employee's competencies.

## Learning Management System



#### Why a LMS?

The Office of Personnel Management and the Office of Management and Budget has asked agencies to promote e-learning to reduce training costs and make training accessible.

#### What is the availability of LMS?

All employees have the ability to take unlimited numbers of courses on the LMS with no additional cost to their organizations.

# So how do I enhance my competencies?

- Identify the subject competency.
- Use the LMS search feature to find courses that match this competency. Use a variety of topical names to do your searches.
- Examples Employee Development,
   Performance Appraisals, or Recruitment:
   Courses will come up, register for them, and begin training!! It's that easy!!

## So how do I enhance any of my skills?

- Identify the skill or subject of interest.
- Use the LMS search feature to find courses that match this skill. Use a variety of topical names to do your searches.
- Examples Budgeting, Project Management, or Meteorology!!

## Summary

#### You have learned:

- What an LMS is
- How to access DOC's LMS
- How to enhance your competencies or skills/knowledge using the LMS

Welcome to the 21st Century! Happy e-learning!!

### What's on the Horizon



- E-learning is a relatively new technology.
- The current system is about five years old.
- The industry is maturing and new systems are better, faster, and easier to use.
- With that said, the DOC is looking at the industry. We hope to enhance our capabilities in this area.
- Your suggestions on how to make the system better will help us with this effort.

## Quiz

- LMS May be accessed from?
  - Work
  - At Home
  - At any Computer
  - In a computer room
- E-Learning refers to the taking of electronic classes using a desk top computer
  - True
  - False
- What is the fastest way to find the courses I want in the LMS?
  - Ask my co-workers
  - Scroll the LMS catalog
  - Use the search feature
  - None of these
- Who do you contact FIRST about an LMS technical Issue?
  - My Supervisor
  - My System Administrator
  - My Admin. Officer
  - My Computer Center
- I must have written permission from my supervisor to take LMS courses?
  - True
  - False



## Where to Get More Information



- Web address for Office of the Secretary (OS) customers: https://e-learning.commerce.gov
- Web address for all other bureaus: http://e-learning.doc.gov

Employees should discuss their e-learning objectives with their supervisors. You may learn skills in non-job related topics on your free time or at home. We encourage life-long learning!!

Visit our LMS Website for Up-to-Date Information on Bureau LMS Contacts and other Information

http://ohrm.os.doc.gov/training/

Contact your system administrator or for more information contact:
Michael Cohen
Office of Human Resources Management
Office of Training and Knowledge Management

